

# Personal Mobile Computing Guide



## INTRODUCTION

York School District One provides this guide so that students and their parents/guardians can become familiar with the district's personal mobile computing initiative. It contains a brief overview of the initiative, frequently asked questions, forms and other information.

Our personal mobile computing initiative is not about the device used. It is not about a Chromebook, an iPad, a tablet or laptop; it is about what a personal mobile computing device will enable our students to do. Students in grades 7-12 will have access to devices 24 hours a day, seven days a week should their parents choose. Device access gives students access to the most current information available through the Internet and also our Learning Management System (LMS), Canvas. It is expected that the device be used as an instructional tool by students and teachers. As York School District One continues to implement Canvas, teachers are integrating curriculum, assessments, grading, state standards, and much more in order to improve student achievement. Canvas provides teachers and students with a single easy to use location for managing teaching and learning.

We will not eliminate textbooks. Not all textbook publishers provide electronic copies of all textbooks, and physical books continue to have a place in education. Eliminating textbooks is not our primary objective. Teachers will be able to supplement material found in textbooks with information they create using various multimedia tools or with information already available online. We will also be able to provide more ready access to textbook materials when available in a digital format.

This guide is available on the district's website at [www.york.k12.sc.us](http://www.york.k12.sc.us) under I Am ... A Parent then Student Technology.

# RECEIVING/RETURNING THE DISTRICT-OWNED PERSONAL MOBILE COMPUTING DEVICE

## Distribution of District-Owned Personal Mobile Computing Devices

- Personal mobile computing devices will be distributed each year after each school's personal mobile computing device orientation.
- Parents/guardians who wish for their student to take a device home must complete the Personal Mobile Computing Guide Parent Orientation (online or face to face).
- Parents and students must sign the closing pages of this document, indicating an agreement to follow the guidelines set forth therein. Once completed, the school will issue a personal mobile computing device to a student. Required signature fields are located **on page 9**.

## Return of Personal Mobile Computing Device

- Students transferring out of or leaving York School District One during the school year must return the personal mobile computing device (including any district- or school-issued accessories such as power cords and cases) before leaving the school.
- If a student returns his/her personal mobile computing device damaged, costs for replacement or repairs may be the responsibility of the student and parent/guardian. The district cannot be responsible for damage due to cases of deliberate misuse or abuse. In such cases, the district will charge the parent the cost of needed repairs, not to exceed the replacement cost of the personal mobile computing device.
- Failure to return the personal mobile computing device to the issuing school before departure from the district may result in criminal charges brought against the student/parent/guardian and/or the person in possession of the personal mobile computing device.

## Identification of Personal Mobile Computing Device

- Each student's personal mobile computing device will be labeled in the manner specified by the district.
- Personal mobile computing devices can be identified by serial number as well as by the York School District One inventory label.

# CARING FOR DISTRICT-OWNED PERSONAL MOBILE COMPUTING DEVICE

**The personal mobile computing device is the property of York School District One. All users must follow district guidelines and the York School District One "Acceptable Use of Technology" policy.**

## General Care of Personal Mobile Computing Device

- Personal mobile computing devices and district-issued covers must remain free of any writing, drawing, stickers or labels not the property of York School District One. Only district-approved labels, stickers or attachments are allowed on the device.
- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag or protective case in a way that it applies pressure to the screen. Shields should not hold other objects. Folders, workbooks, etc., should be kept in a book bag or carried separately to avoid placing excessive pressure and weight on the personal mobile computing device screen.
- Use caution when carrying the device. Collisions against lockers, walls, car doors, floors, etc., can crack or break the screen.
- Use only a dry soft cloth or anti-static cloth to clean the screen.
- Students must take any damaged personal mobile computing device, or device failing to operate properly, to the school's designated area for evaluation and/or repair. Fees for damage or loss will be determined based on current market value and repair. The school may issue a loaner personal mobile computing device, if one is available, to a student while his/her personal mobile computing device is being repaired.

- Personal mobile computing devices should never be left in an unlocked locker, unlocked car or any other unsupervised area.
- Stolen or lost personal mobile computing devices must be reported within 48 hours to the school or York Police or York County Sheriff's Department. Students or parent/guardians must also file a police report with the school resource officer when incidents of loss, theft, vandalism, etc., occur on campus. You must provide a copy of the completed police report to the school.
- If an incident occurs out of town or state, students or parent/guardians must file a police report with the law enforcement agency covering that town or state within 48 hours and provide a copy of the completed police report to the school.

## USING THE DISTRICT-OWNED PERSONAL MOBILE COMPUTING DEVICE

### Expectations

- Personal mobile computing devices are intended for use at school each day. Students are responsible for bringing their personal mobile computing device to all classes, unless specifically instructed otherwise by the teacher.
- Personal mobile computing devices may not be used every day in class, but should always be available for use as directed by the teacher.
- Students are expected to keep the battery of their personal mobile computing device charged for school each day. It is expected that the device will be charged at home.

### Personal Mobile Computing Devices Left at Home

Students who leave their personal mobile computing device at home are still responsible for completing their daily course work. Repeated offenses may result in disciplinary action.

### Printing

Printing from district-owned personal devices will be discouraged; however, schools may provide students with information related to printing access at the school site.

### Internet Access Outside of School

Students may establish WIFI connections with their personal mobile computing devices outside of school, including home wireless networks or public hotspots.

### Use of Camera

The personal mobile computing device comes equipped with camera and video capabilities.

**The use of a camera in restrooms or locker rooms is strictly prohibited.**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records, including photographs. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action in accordance with the district's "Acceptable Use Policy". York School District One retains the rights to any recording and/or publishing of any student's or staff member's work or image.

You can read more about FERPA online at the York School District One website, under the Student Services department, at <https://www.york.k12.sc.us/Domain/57>.

## MANAGING FILES AND SAVING WORK

### Saving Student Information

- Students are responsible for storing their files in a safe and accessible location. This may be a personal storage location or a district-provided storage location, consistent with district policy and guidelines.
- Malfunction of a personal mobile computing device is not an acceptable excuse for failure to submit work.

## **Network Connectivity**

York School District One makes no assurance that its network will be operational at all times. In the rare instance that the network may not be operational, York School District One will not be responsible for lost or missing data.

## **SOFTWARE APPLICATIONS ON DISTRICT-OWNED PERSONAL MOBILE COMPUTING DEVICES**

### **Originally Installed Applications**

- Applications originally installed by York School District One on each personal mobile computing device must remain on the personal mobile computing device in usable condition and readily accessible at all times.
- Students may not remove these required applications, and school staff will periodically check personal mobile computing devices to ensure that students have not removed them. The school may also add other applications periodically.
- Some licenses for applications require that the application be deleted from the personal mobile computing device at the completion of a course. If this applies to an application being used, a technology staff member will re-sync the devices for students in that course.

### **Inspection**

School administrators may randomly select students and ask them to provide their district-owned personal mobile computing device for inspection.

### **Additional Applications**

Students will be permitted to load additional applications on their personal mobile computing devices as long as they do so in accordance with the district's "Acceptable Use Policy".

### **Procedure for Reloading Applications**

If technical difficulties occur or unauthorized applications are discovered, a technology staff member will re-sync the personal mobile computing device. The school does not accept responsibility for the loss of applications or documents deleted due to a re-sync.

### **Application Upgrades**

The district will distribute upgraded versions of licensed applications from time to time through network processes or manually by a technician.

## **DIGITAL CITIZENSHIP**

### **Using Technology Appropriately**

- Digital citizenship is a concept that helps students understand how to use technology appropriately in a society filled with technology.
- York School District One expects students to use technology appropriately and responsibly, whether in electronic communication or participation. York School District One has designed curriculum to promote best practices in digital citizenship. Students will participate in multiple lessons throughout the school year.
- York School District One is committed to help parents understand safety and security in a digital world.

### **District Responsibilities**

- The school will provide students with access to the Internet during the school day.
- School staff will help students conduct research and ensure student compliance with the district's "Acceptable Use Policy." This policy is available at <https://www.york.k12.sc.us/Page/742>.
- Filtering/blocking of inappropriate Internet materials is provided when students access the Internet via the district's network.

- York School District One reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via York School District One-owned equipment and resources.

### **Student Responsibilities**

Students will abide by the district's "Acceptable Use Policy" and will:

- contact an administrator about any security issue they encounter.
- monitor all activity on their personal account(s).
- always shut down and secure their personal mobile computing device after use to protect their work and information.
- report email, texts, chats, or other electronic messages containing inappropriate/abusive language or questionable subject matter to a teacher or administrator.
- return their personal mobile computing device to the issuing school on the date they withdraw from school or transfer to another school. (This also applies to seniors who leave school mid-year or who graduate.)

### **Parent/Guardian Responsibilities**

Parents should talk to their children about the values and standards they expect their children to follow as they use the Internet and about their use of all other media information sources such as television, telephone, movies, radio, etc.

### **Creative Commons Copyright**

At a teacher's discretion, and with student/parent permission, student work may be uploaded to the Internet. The student owns the copyright to his/her original work(s). Students will be encouraged to select one of the Creative Commons Copyright licenses to include with their work. This license will state how the work can be used by others.

## **DAMAGE OR LOSS OF DISTRICT-OWNED PERSONAL MOBILE COMPUTING DEVICES**

### **Terms of the Personal Mobile Computing Device Agreement**

- With the implementation of the 1:1 initiative, York School District One has set a priority to protect the investment by both the district and the student/parent/guardian.
- Students will comply at all times with York School District One Personal Mobile Computing Device Agreement to include the "Acceptable Use of Technology" policy, and the Student Pledge. Failure to comply ends a student's right of possession effective immediately.
- York School District One reserves the right to repossess any personal mobile computing device for failure to comply with all terms of the Personal Mobile Computing Agreement.
- Students are responsible for any and all damage to their personal mobile computing device. Fees for damage or loss will be determined based on current market repair costs. The student will be responsible for damage if the damage or loss is due to deliberate and intentional misuse or abuse. In this case the student shall pay the entire cost of repairs up to the fair market value of the device.

**If a student has exceeded a reasonable number of damages to the device, the District retains the right to refuse to allocate a device to the student.**

### **Title**

- Legal title to the property is with the district and shall at all times remain with the district.
- The right of possession and use is limited to and conditioned on full and complete compliance with the Personal Mobile Computing Device Agreement.
- The student is responsible at all times for the appropriate care and use of the mobile computing device.

## Liability

- Personal mobile computing device agreements are good for one year, unless the agreement is terminated earlier.
- Failure to return the personal mobile computing device to the issuing school before departure from the district may result in criminal charges brought against the student/parent/guardian and/or the person in possession of the personal mobile computing device.

### **Student Pledge for Use of District-Owned Personal Mobile Computing Devices**

1. I will take proper care of the personal mobile computing device.
2. I will not lend the personal mobile computing device, charger and cords to others.
3. I will be accountable for the personal mobile computing device at all times.
4. I will charge the battery of the personal mobile computing device daily.
5. I will not leave the personal mobile computing device in an unlocked vehicle.
6. I will keep food and beverages away from the personal mobile computing device.
7. I will not disassemble any part of the personal mobile computing device nor attempt repairs.
8. I will not remove district-required applications.
9. I will protect the personal mobile computing device by carrying it in the case, if provided.
10. I will not stack objects on top of the personal mobile computing device.
11. I will not leave the personal mobile computing device outside or use it near water.
12. I will save data in a safe and accessible location. (York School District One will, at times, re-sync personal mobile computing devices. All files not saved to server or other storage media will be deleted during these processes. Students are ultimately responsible for saving all their personal files.)
13. I will not place decorations (such as stickers, markings, etc.) on the personal mobile computing device or district-issued protective case.
14. I will not deface the serial number, manufacturer labels or district labels on any personal mobile computing device.
15. I will follow district policies outlined in the Personal Mobile Computing Guide and the district's Acceptable Use Policy.
16. I will file a police report in case of theft, vandalism or other violation.
17. I will be responsible for all damage or loss caused by neglect or abuse.
18. I agree to return the personal mobile computing device, case (if applicable and power cords in good working order.
19. I agree to return the personal mobile computing device, case (if applicable) and power cords when I transfer or leave the district for any reason.
20. I understand my district owned Personal Mobile Computing device is subject to inspection at any time without notice and remains the property of York School District One.

# YORK SCHOOL DISTRICT ONE PERSONAL MOBILE COMPUTING DISCIPLINE PLAN

The district's code of conduct and discipline is found in Policy JICDA located on the district's website at <https://www.boardpolicyonline.com/?b=york1>.

This code is established to achieve and maintain order in the schools. Consistent with the policy and Administrative Rule [JICDA-R](#), consequences for inappropriate digital behavior will be assessed depending upon the severity of the infraction and level of misconduct. Levels of misconduct are:

## **Level I – disorderly conduct. Examples include:**

- Illegal installation or transmission of copyrighted materials
- Unauthorized use of Internet or computer games
- Downloading and/or accessing inappropriate applications, programs or websites
- Giving out personal information, for any reason, over the Internet
- Deleting district system applications and changing of personal mobile computing device settings (exceptions include personal settings such as font size, brightness, etc.)

## **Level II – disruptive conduct. Examples include:**

- Spamming (disruptive email and messages)
- Bypassing the York School District One Web filter
- Gaining access to another student's accounts, files and/or data
- Repeated Level I infractions

## **Level III – Criminal conduct. Examples include:**

- Unauthorized recording of audio or video images on school property or during extracurricular activities with district or personally owned devices
- Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, pornographic, obscene or sexually explicit materials
- Spamming (disruptive email and messages)
- Use of the school's Internet or email accounts for financial gain, commercial gain or any illegal activity
- Vandalism (any malicious attempt to harm or destroy district owned property)
- Transmission or access of obscene, offensive or threatening materials or materials intended to harass or demean

The following procedures will apply when a cell phone or other personal electronic device is used inappropriately or accessed for use during unauthorized times.

## **High School/Middle Schools**

### **Level I**

Students receive a warning or detention depending upon severity of offense.

### **Level II**

The student will serve In-School Suspension with the number of days determined depending upon severity of offense.

### **Level III**

The student will serve in-school or out of school suspension, in addition student may be recommended for expulsion depending upon the severity of the offense.

### **Any Subsequent Offense**

Violation of this policy greater than three offenses is considered an act of defiance. The student will be assigned the appropriate disciplinary consequence based on his/her personal cumulative disciplinary history.

## **Elementary Schools**

### **Level I**

Student receives a warning depending upon severity of offense.

**Level II**

Student receives a detention or in-school suspension depending upon severity of offense.

**Level III**

Student receives in-school suspension or out of school suspension with the number of days determined depending upon severity of offense.

**Any Subsequent Offense**

The student will be assigned the appropriate disciplinary consequence based on his/her personal cumulative disciplinary history.

**Any electronic device used for picture taking, video recording, posting, or text messaging that results in students cheating or which cause major disruptions will result in additional discipline at the principal's discretion.**

**Technology disciplinary offenses may also result in restricted use of the personal mobile computing device. Restricted use may prohibit the student from taking the device off school grounds.**

**The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they feel is the most appropriate for all concerned. For additional information on acceptable use of technology, please refer to the York School District One Technology Acceptable Use Policy/Rule.**

York School District One does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in admission to, access to, treatment in or employment in its programs and activities.



## PARENT/STUDENT REQUIRED SIGNATURES

I agree to the stipulations set forth in **the Personal Mobile Computing Guide, York School District One Acceptable Use Policy, District-Owned Electronic Device Agreement, Student-Owned Electronic Device Agreement and Use of Internet/Student Assurances**. I understand that my participation in any violation of these guidelines will result in disciplinary action and possible loss of access privileges to such resources, depending on the nature of the offense.

### STUDENT ASSURANCES

*When using York School District One network or Internet resources, I will:*

1. Use the Internet for legitimate educational purposes.
2. Not register the name, home address, or telephone number of myself or anyone else in any location on the Internet.
3. Use messaging only at the direction of my teacher or as it relates to my coursework.
4. Not search for, download or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities.
5. Not harass, insult, attack, or bully others via electronic communications.
6. Not damage or alter digital devices, computer systems, or computer networks.
7. Not violate copyright laws.
8. Not trespass in another's folders, work, or files.
9. I will keep my usernames and passwords protected.

I understand that my participation in any violation of these student assurances will result in disciplinary action and possible loss of access privileges to such resources, depending on the nature of the offense.

**I understand that my participation in any violation of the guidelines set forth in District-owned electronic device agreement, student-owned electronic device agreement, or use of internet/student assurances will result in disciplinary action and possible loss of access privileges to such resources, depending on the nature of the offense.**

**By signing below, I have participated in the parent orientation and agree to the stipulations set forth in the Personal Mobile Computing Guide, York School District One Acceptable Use Policy, District-Owned Electronic Device Agreement, Student-Owned Electronic Device Agreement and Use of Internet/Student Assurances.**

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**Student Name (Print)  
Signature**

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**School  
Student**

As parent/legal guardian, I give permission for my student to access YSD1 network or Internet resources under the conditions described above.

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**Parent Signature**

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**Date**

*Please sign and return this sheet to your child's teacher or school administrator. Thank you.*